

Retention and Classification Report

Agency: Weber County (Utah). County Auditor (1288)

Weber Center
2380 Washington Blvd. #320
Ogden, UT 84401

Records Officer

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AGENCY: Weber County (Utah). County Auditor

SERIES: 22847

3

TITLE: Abatement application files

DATES: 1990-

ARRANGEMENT: Chronological, thereunder numerical by application number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These records are used for granting exemption of property taxes for disability, aged, veteran status or extreme hardship. These files contain application forms (form TC-40CY County application indigent abatement and circuit breaker application) completed by taxpayers requesting exemption of property tax. Includes applicant's name, address, birth date, age, social security number; property serial number; name of county; a series of questions concerning financial situations; numbers of acres; computation of household income; the notarized signatures of applicant and applicant's spouse; all necessary supporting documentation; and action taken.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 1.

AUTHORIZED: 04/10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

AGENCY: Weber County (Utah). County Auditor

SERIES: 22847

TITLE: Abatement application files

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. Applicant's name, amount of exemption, property tax serial
number, number of acres

AGENCY: Weber County (Utah). County Auditor

SERIES: 5298

3

TITLE: Annual financial reports

DATES: 1898-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the statistical reports on the financial affairs of the entire county. These reports usually include a statement on the value of the all county owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Fiscal Historical

Disposition based on the value of these records in documenting agency/program fiscal policies, allocation procedures, and function.

AGENCY: Weber County (Utah). County Auditor

SERIES: 5298

TITLE: Annual financial reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 22357

3

TITLE: Approved budgets

DATES: 1980-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3(14) (1995)). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1995)).

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 3, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

AGENCY: Weber County (Utah). County Auditor

SERIES: 22357

TITLE: Approved budgets

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, fiscal policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 5362

3

TITLE: Employee payroll records

DATES: 1983-

ARRANGEMENT: Chronological, thereunder numerical by department number

ANNUAL ACCUMULATION:

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then

AGENCY: Weber County (Utah). County Auditor

SERIES: 5362

TITLE: Employee payroll records

(continued)

destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private

AGENCY: Weber County (Utah). County Auditor

SERIES: 6809

3

TITLE: General ledger detail report

DATES: 1980-

ARRANGEMENT: Numerical by account number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

AGENCY: Weber County (Utah). County Auditor

SERIES: 6809

TITLE: General ledger detail report

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 19890

3

TITLE: Internal audit reports

DATES: 1996-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These reports are written and prepared as results of internal financial and performance audits. These audits are conducted as necessary depending on factors such as risk assessment and the priorities established by the audit committee and are used as a management tool in improving county operations. These reports include audit findings and recommendations.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 33.

AUTHORIZED: 06/09/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 20 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Weber County (Utah). County Auditor

SERIES: 19890

TITLE: Internal audit reports

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the record's primary administrative and financial values and its secondary historical value. These reports are critical in the review and the evaluation of county programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 19889

3

TITLE: Internal audit working papers

DATES: 1996-

ARRANGEMENT: Chronological, thereunder alphanumerical by a cross-referencing code

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These working papers provide the supporting documentation for internal audits. They support conclusions, findings, and recommendations of the internal audit. They are used for reference purposes in determining how an audit was conducted. The papers include questionnaires, interviews, test data, memoranda, copies of source documents (e.g., invoices, purchase requests), spreadsheets, methodological statements, and audit conclusions.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

AGENCY: Weber County (Utah). County Auditor

SERIES: 19889

TITLE: Internal audit working papers

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on fiscal and administrative needs expressed by the department.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9)

AGENCY: Weber County (Utah). County Auditor

SERIES: 5000

3

TITLE: Payroll journals

DATES: 1974-

ARRANGEMENT: Chronological, thereunder numerical by office code

ANNUAL ACCUMULATION:

DESCRIPTION:

This journal is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then

AGENCY: Weber County (Utah). County Auditor

SERIES: 5000

TITLE: Payroll journals

(continued)

destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Weber County (Utah). County Auditor

SERIES: 5363

3

TITLE: Warrant registers

DATES: 1977-

ARRANGEMENT: Chronological, thereunder numerical by warrant number

ANNUAL ACCUMULATION:

DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by county. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 28.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 7 years and then destroy.

Microfilm duplicate: Retain in Office for 7 years and then destroy.

AGENCY: Weber County (Utah). County Auditor

SERIES: 5363

TITLE: Warrant registers

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public